



July 2006
Volume XV
No. 10

DBE News

Idaho Transportation Department
Published by DBE Supportive Services
Liz Healas, Editor

PROMPT PAYMENT

Let's revisit a contract requirement that's:

- 1) **Not** just for DBEs; 2) **Not** just for contractors — consultants & suppliers are covered, too; 3) **Not** optional; 4) **Not** going away just because we're currently not setting DBE contract goals

Why do we have it?

Because the USDOT says we have to, and because we like getting federal funding. (See: **49 CFR 26.29**).

How does ITD enforce it?

Through **ITD Standard Specifications for High-**

way Construction, Subsection 109.05:

The contractor shall pay each subcontractor for satisfactory performance of its contract **no later than 20 calendar days from receipt of each payment the**

contractor receives from the department. The contractor shall return retainage to each subcontractor within 20 calendar days after the subcontractor's work is satisfactorily completed.

(Continued on page 6)

FFY2007 DBE GOALS

The Idaho Transportation Department (ITD) announces the following percentages for the Disadvantaged Business Enterprises (DBE) Annual Participation Goal (APG) in each Administrative Mode for United States Department of Transportation (USDOT)-assisted contracts during Federal Fiscal Year 2007 (FFY07). The goals are: **10% percent for Federal Aviation Administration (FAA); 11% percent for Federal Highway Administration (FHWA); and 10% for Federal Transit Administration (FTA).**

ITD has filed information regarding the meth-

odology used in the establishment of the APG with FAA, FHWA and FTA. This information is available for inspection at the ITD Equal Employment Opportunity (EEO) Office, 3311 West State Street, in Room 207, Boise, Idaho during normal business hours for 30 days following the date of this notice.

Comments on any of

the three goals may be sent for 45 days following the date of this notice to: Julie Caldwell, ITD EEO Contract Compliance Officer, P.O. Box 7129, Boise, Idaho 83707-1129. Comments on the FAA goal may be sent to Christine Whitehead, External Program Manager, Federal Aviation Administration, NW Mountain Region, 1601

(Continued on page 3)

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To see our complete **DBE Directory**, visit on-line at:

www.itd.idaho.gov/civil/dbeforms.htm

This listing is updated to our website on the first Monday of every month.

WELCOME NEW DBEs!

Jetbridge Technology, Inc., Renea L. Keish, CEO

PO Box 1288, Kennedale, TX76060

Phone: (817) 561-9001

FAX: (817) 561-9819

E-mail: rkeish@jetbridgetech.com

Homepage: www.jetbridgetech.com

Passenger loading bridge service.

Triple-A-Plumbing, LLC, Herman Govan, Owner

1041 Renee, Pocatello, ID 83201

Phone: (208) 232-1120

FAX: (208) 234-3766

E-mail: h_govan@yahoo.com

Plumbing Contractor.



Where in Idaho is this?

Hint: Even on the hottest days in the desert above, these subterranean lava tubes maintain a natural floor of frozen water up to 15 feet deep.

Would you prefer to receive this monthly newsletter by e-mail? Tell us!



[Answer to the June Issue: **Balanced Rock**, south of Castleford.]

DBE Supportive Services Staff

Liz Healas, DBE Supportive Services Coordinator (208) 334-8567

elizabeth.healas@itd.idaho.gov

Debby McCarthy, DBE Supportive Services Assistant (208) 334-4442

debby.mccarthy@itd.idaho.gov

Facsimile Machine (208) 332-4190

Toll-Free Number (800) 634-7790

Visit us on-line at www.itd.idaho.gov/civil/external.htm

Office Location & Mailing Address:

3311 W. State St., Rm 207 / PO Box 7129, Boise, ID 83707

(Office Hours are 8am - Noon, 1pm - 5pm, Mountain Time)

The Idaho Transportation Department (ITD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. ITD assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ITD service, program, or activity. The department also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

August 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Payroll Recordkeeping Spokane WSBDC (509) 358-7890 www.wsbdc.org	2 Business Loan Briefing Boise SBA (208) 334-1696 ex 336 www.sba.gov/id	3	4	5 Understanding Your Federal Biz Taxes Salmon Innovation Center www.idahosbdc.org
6	7	8 Off the Wall Marketing Tactics Boise Small Biz Success Center (208) 472-5200 www.boisechamber.org	9	10 Quick-Books for Payroll Spokane WSBDC (509) 358-7890 www.wsbdc.org	11 Small Biz Start-up Seminar Pocatello ISBDC (208) 232-4921 www.idahosbdc.org	12 Beginning Biz Workshop Boise ISBDC (208) 426-3875 www.idahosbdc.org
13	14 Doughnuts to Dollars (Planning for the Future) Spokane WBC (509) 747-2821 www.inwbc.org	15	16 1st Aid/CPR Boise AGC (208) 344-2531 www.idahoagc.org	17 Biz Continuation, Succession & Exit Planning Boise Small Biz Success Center (208) 472.5200 www.boisechamber.org	18 How to Start a Biz Boot Camp Lewiston ISBDC (208) 792-2664 www.idahosbdc.org	19 1st Aid/CPR Spokane AGC (509) 535-0391 www.northwestagc.net
20	21	22	23 Naked Truths of Leadership Boise Small Biz Success Center (208) 472.5200 www.boisechamber.org	24 Biz Basics Workshop Boise SBA (208) 334-9004 ex 333 www.sba.gov/id	25	26
27	28	29	30	31		

(DBE GOAL, Continued from page 1)

Lind Ave, SW Anm – 9, Renton, Washington 98055. Comments on the FHWA goal may be sent to Sharon Scarr, FHWA Financial and Civil Rights Program Manager, 3050 Lakeharbor Lane, Suite 126,

Boise, Idaho 83703. Comments on the FTA goal may be sent to Herman Payton, Civil Rights Officer, Federal Transit Administration, Region Ten, 915 Second Ave. Suite 3142, Seattle, Washington 98174-1002. Comments will be for information purposes only. 🌲



Idaho Virtual Incubator

500 Eighth Avenue
Admin Bldg Room #2
Lewiston, ID 83501
(208) 792-2465
info@idahovi.org
www.idahovi.org

"VIRTUAL" INCUBATOR PROVIDES REAL BUSINESS NURTURING

In our June issue, we mentioned the **Idaho Virtual Incubator** in our story about free services offered to Idaho firms through the Idaho Small Business Development Center (ISBDC). Here's more:

The Idaho Virtual Incubator (IVI) is a relatively unknown treasure-trove of **free and low-cost services** for Idaho's small businesses made available through a partnership between the ISBDC and Idaho's colleges and universities.

Faculty, students and staff work together to provide such valuable benefits as **web-site design, marketing, and e-commerce consulting**.

For starters, the IVI's professional design teams can create a complete Internet presence for any small business. They have individuals who are skilled in everything from logo design to website design to advanced database design.

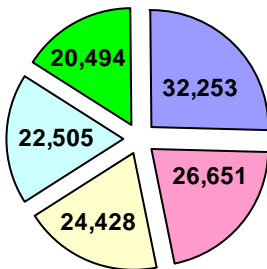
The IVI also offers specialized database design services and dynamic website design from the simple to the complex.

It maintains a feature-rich and economic hosting environment that is ideal for start-up and small businesses.

Need help with Internet marketing? The IVI's marketing team has the knowledge and expertise to deliver customers to your business first and keep bringing them back for more.

Interested? Call or e-mail the IVI and see what it can do for your business. The incubator may be virtual, but the benefits it can bring your firm are not!

Industries with the Most American Indian- and Alaskan Native-Owned Businesses (201,387 Total)



- Construction
- Other Services (Except Public Administration)
- Health Care & Social Assistance
- Professional, Scientific & Technical Services
- Retail Trade

NATIVE AMERICAN BIZ STATS

There were **201,387 American Indian- and Alaska native-owned businesses in 2002 -- with receipts of \$26.9 billion --** according to a new report, **Survey of Business Owners: American Indian- and Alaska Native-Owned Firms: 2002** released on June 20 by the US Census Bureau.

Other report highlights:

- States accounting for the highest number of American Indian- and Alaska native-owned firms included California, Oklahoma, Texas, New York and Florida.
- Nearly 3-in-10 American Indian- and Alaska native-owned firms operated in construction and other services (such as personal services, and repair and maintenance).
- Almost 1-in-8 American Indian- and Alaska native-owned firms had paid employees. These 24,498 businesses employed more than 191,270 people and generated revenues of nearly \$22 billion, or about \$897,489 per firm.
- There were 3,631 American Indian- and Alaska native-owned firms with receipts of \$1 million or more. These firms accounted for 1.8 percent of the total number of American Indian- and Alaska native-owned firms and more

(Continued on page 7)

WORK FORCE TRAINING PROGRAM INCREASES EMPHASIS ON BETTER

**More Idaho Biz
Incentives**

Visit www.idahoworks.com.

The Idaho Workforce Development Council recently revised its operating rules to emphasize higher-paying jobs as an eligibility requirement for a company to receive job training assistance.

The council, which oversees work force programs for Idaho Department of Commerce & Labor, unanimously approved raising the minimum starting pay from **\$6 per hour to \$12 an hour** for jobs benefiting from the state's **Workforce Development Training Fund**. Those jobs must also include health care benefits.

The Idaho Workforce Development Training Fund was created in 1996 to encourage new businesses to locate in Idaho and existing ones to expand. It offers up to **\$2,000 per worker in urban areas and \$3,000 per worker in rural areas** to pay

for equipping people with the skills necessary for the new jobs.

To qualify, a business must still produce a product that is marketed outside the region in which it is located. Urban businesses must also create at least five new jobs to qualify. Rural businesses can get the assistance for just one new worker.

Since its inception, the program has subsidized the training of nearly 17,000 workers for about 140 different businesses in every area of the state, playing a major role in decisions to relocate, expand or stay in Idaho.

For information on the Workforce Development Training Fund, contact Leandra Burns or Kay Vaughan at the Idaho Department of Commerce and Labor, (208) 332-3570 ext. 3327 or 3310, Leandra.Burns@cl.idaho.gov or Kay.Vaughan@cl.idaho.gov.

BUSTED! TALES FROM THE OIG

Minnesota Company and President Sentenced to Pay Over \$400,000 for Conspiring to Commit Fraud on Federal-aid Highway Projects Worth \$4.4 Million

On June 20, Minnesota Valley Landscape, Inc. (MVL) and its President, David Allyn Lindstrom, were sentenced in U.S. District Court in St Paul, MN for conspiracy to defraud the Federal Highway Administration on federally-funded highway construction projects. Lindstrom was ordered to serve 18 months in prison, followed by 3 years supervised release and was fined \$4,000; MVL was sentenced to 5 years probation; and both MVL and Lindstrom were ordered to pay \$396,257 in restitution. Lindstrom and MVL pled guilty in June 2005 to the felony charge.

MVL is the largest highway landscaping company in Minnesota, and was the prime contractor on \$4.4 million in such contracts

between 1996 and 2002, as well as subcontractor on numerous others. The investigation found that during that time, MVL invoiced for and was paid \$396,257 through the federally-funded contracts for work either billed at other than the prevailing wage rates or for overtime charged, but for which the MVL employees were not paid. In June 2005, MVL and Lindstrom were debarred by the Minnesota Department of Transportation (MN-DOT) for three years. The investigation was conducted jointly with the FBI, with assistance from the MN-DOT.



This evil-doer clearly ran afoul of the OIG.

Certification of Payment Forms

(you can download them at

www.itd.idaho.gov/civil/dbeforms.htm)

Primes must complete one for each estimate/invoice and return to ITD within 20 calendar days of receipt of ITD payment.

The EEO Office gets a copy, and uses it to track DBE participation.

(PROMPT PAYMENT, Continued from page 1)

What does ITD need to do?

ITD must make sure that the prompt payment requirement is being met and if it is not then to take appropriate action.

What do Primes need to do?

Prime Contractors must make sure that the payments being passed on to their subcontractors (lower tiers, too) are correct to the best of their knowledge.

This includes: checking payment quantities for correctness; ensuring the subcontractor is providing the required material certifications, samples and test results; and inspecting subcontractors' work to verify that it has been completed satisfactorily in the prime contractors opinion.

What do Subcontractors and Suppliers Need to Do?

They need to make sure that, in addition to the actual work items they are performing to the satisfaction of the prime contractor and ITD, they have all other contract requirements completed. This includes paperwork, insurance, bonding (if needed), etc.

Subcontractors should always make sure that they are aware of all conditions of their contract without waiting for a request from either the prime contractor or ITD. **It is the subcontractor's responsibility to know their contract requirements and ensure that they are in compliance** (for example, the work is in accordance with the contract and all required documentation is submitted).

What is universally unpopular but still mandatory?

One of the major problem areas regarding the prompt payment requirement is the return of retainage. Retainage is required to be paid once a subcontractor has satisfactorily completed the work items of their contract, and

this includes all required paperwork.

A prime contractor is not required to return retainage to a subcontractor until all work has been satisfactorily completed. This includes all required documentation that, if not submitted, may hold up the return of retainage.

What should subcontractors or suppliers do if they don't get paid?

If you're a subcontractor on an ITD project, and have performed work approved by ITD inspectors well over 20 calendar days ago, and you haven't received payment for that work, ask your prime contractor if he or she has been paid for it. If you cannot get a clear or satisfactory answer, call the residency office overseeing the project. The residency staff can tell you what work items ITD has paid for, and when.

If you do find that the prime has been paid more than 20 calendar days ago, and you still have not been paid, inform the residency office. The residency staff will investigate your complaint and determine what action to take to ensure compliance with 109.05.

What happens if Prime Contractors ignore the Prompt Payment Provision?

If an investigation shows that this is happening, then we're looking at contract sanctions. (See: the **ITD Disadvantaged Business Plan, Section VII, Contract Performance, Section D, Sanctions**).

It goes without saying that if you have additional questions regarding the prompt payment requirement, you should contact **Julie Caldwell, EEO Contract Compliance Officer** at (208) 334-8458 or Julie.caldwell@itd.idaho.gov.



(NATIVE AMERICAN, Continued from page 4)

than 64 percent of their total receipts.

- There were 178 American Indian- and Alaska native-owned firms with 100 employees or more, generating nearly \$5.3 billion in gross receipts (24 percent of the total revenue for American Indian- and Alaska native-owned employer firms).
- American Indian- and Alaska native-owned businesses with no paid em-

ployees numbered 176,889 with receipts of \$4.9 billion. Average receipts of these businesses were \$27,623 per firm.

The 2002 Survey of Business Owners (SBO) defines American Indian- and Alaska native-owned businesses as firms in which American Indians and Alaska natives own 51 percent or more of the stock or equity of the business. Data by gender of ownership by all race groups and people of Hispanic or Latino origin will be issued in August.

Where does Liz get this stuff? In this case, it's from the **US Census Bureau** at www.census.gov/Press-Release/www/releases.



Notice of DBE Program and Goal For Valley Regional Transit (VRT)

Notice is hereby given that VRT has set its Fiscal Year 2007 DBE goal at **5.65%** and will submit such goal to the Federal Transit Administration (FTA).

The DBE annual goal and its rationale are available for inspection during normal business hours, M-F, 8:00 - 5:00, at the Valley Regional Transit administration office located at 830 North Main Street, Suite 230, Meridian, ID 83642, its Boise transit facility office located at 4788 S. Orchard, Boise, ID 83705, or its Nampa transit facility office 1616 Industrial Road, Nampa, ID 83651, for 30 days from June 26, 2006 through July 26, 2006. It can also be viewed on VRT's website at www.valleyregionaltransit.org under "Civil Rights". Any comments regarding this goal may be forwarded within 45 days from June 26, 2006 Kevin Bittner, Development Services Manager at the administration office listed above, or Herman Payton, Civil Rights Officer, Federal Transit Administration, 915 2nd Avenue, Room 3142, Seattle, WA 99174.



Disadvantaged Business Enterprise Program - Comment Period

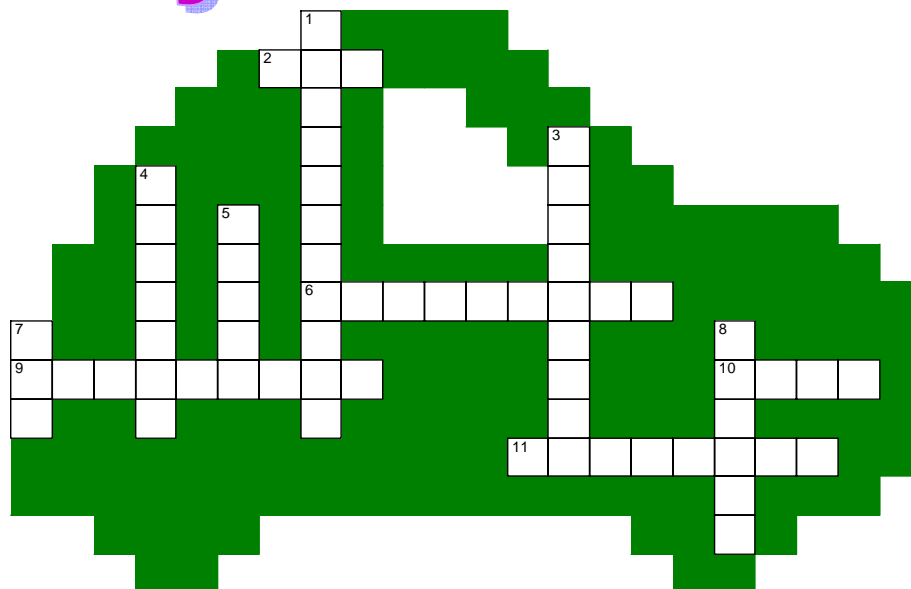


PUBLIC NOTICE ADA COUNTY HIGHWAY DISTRICT Disadvantage Business Enterprise Plan Fiscal Year 2007 Annual Goal

In accordance with requirements of the U.S. Department of Transportation as set forth in 49 C.F.R. Part 26, as amended, the Ada County Highway District (ACHD), hereby notifies the public that it is recommending the following Disadvantaged Business Enterprise (DBE) goal for applicable professional services, construction and procurement contracts during Fiscal Year 2007, beginning October 1, 2006 and ending September 30, 2007. **The overall total DBE goal for Fiscal Year 2007 is 10.0%.** Information pertaining to this goal and a description of how it was selected is available for inspection from 8:00 a.m. to 4:30 p.m. at the ACHD offices, 3775 Adams St., Boise, Idaho for 30 calendar days following the date of publication of this notice.

Written comments on this goal will be accepted for 45 calendar days from the date of publication of this notice. The comments are for informational purposes only and may be sent to the DBE Officer, Katey Levihn or by e-mailing klevihn@achd.ada.id.us AND to the Regional Civil Rights Officer, Herman Payton, Federal Transit Administration, Region 10, Jackson Federal Building, 915 Second Avenue, Suite 3142, Seattle, WA 98174-1002.

July Crossword



Down

1. HOW GOALS ARE SET?
3. DBE LOADER?
4. SERVICES
TREASURETROVE.
5. NEW PLUMBER?
7. 5.65% GOAL.
8. NAKED CLASS?

by Debby
McCarthy

Across

2. ACHD GOAL.
6. FRAUD MAN.
9. PROMPT PAYMENT
UNPOPULAR PART .
10. FIRST FEMALE GRADUATE?
11. BOOT CAMP LOCALE.

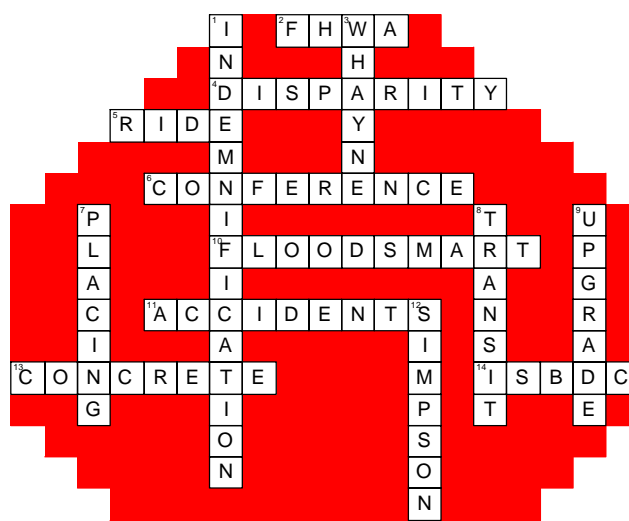
DBE GOAL SET FOR TRPTA

LEGAL NOTICE

Targhee Regional Public Transportation Authority (T.R.P.T.A.) is seeking public comments on its Disadvantaged Business Enterprise (DBE) Plan for the period running from October 1, 2006 through September 30, 2007. The DBE goal is **3.48%**.

The DBE Plan is available for review at 1810 W. Broadway, Idaho Falls, Idaho. Arrangements for reviewing the DBE Plan may be made by calling the Administrative Office at 208-529-1489. Public review and comment will conclude August 15, 2006.

Written comments should be mailed to T.R.P.T.A., DBE Plan, P.O. Box 50375, Idaho Falls, ID 83405.



June Crossword Key

ITD HIGHWAY CONSTRUCTION PROJECT NOTIFICATION

For the quickest, most complete notification of these projects as they are put out for bid, visit ITD's "Contractor Information Page" at www.itd.idaho.gov/design/contractors/contrinfo.htm

This excellent resource features *Notice to Contractors*, which alerts you to all upcoming federal-aid and state highway construction projects let through ITD, and list specific details and quantities, the names of resident engineers, and a brief description of the work to be performed.

Also included is: *Quarterly Bidding*

Forecast, Planholder Lists (updated daily), *Bid Result and Bid Abstract Information*, and *Contract Award Information*.

Best of all, this information is **FREE** on the Internet.

However, if you don't have Internet access, you can also subscribe to ITD's *Notice To Contractors* by calling (208) 334-8430 (1-800-732-2098 within Idaho). There's an annual \$40 fee to cover postage fees.

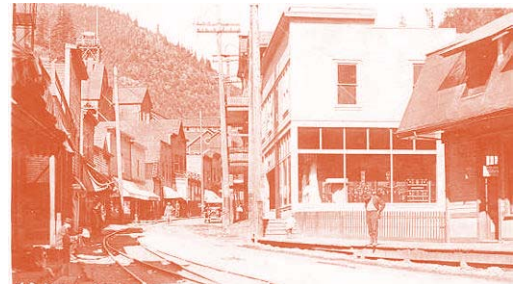
Not all of ITD's projects open for bid are directly highway-related! Check out www.itd.idaho.gov/business/business.htm (**Bid Information—Non-Highway Construction Projects**)

for bid openings on maintenance buildings, rest areas, sand sheds, mowing, and other services posted by ITD's Purchasing Section.

DBES GET FREE NON-BIDDER'S PLANS & SPECS

Idaho-Certified DBEs: remember to call DBE Supportive Services at (208) 334-4442 for *free* ITD Plans & Specifications if interested in bidding as a subcontractor.

Limit of ONE set of plans per project per DBE firm.

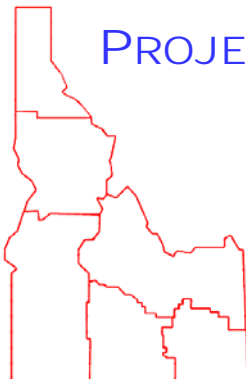


Burke, c. 1930



Would you like notification of other projects coming up for bid? The Idaho Department of Commerce & Labor's **Idaho Business Network** offers Bid Matching as a free service to all Idaho firms who elect to receive bid match notices via e-mail. To sign up, visit www.idahoworks.com and choose "Gov't Contracting."

PROJECT-RELATED QUESTIONS?



District 1	Coeur d'Alene	(208) 772-1200
District 2	Lewiston	(208) 799-5090
District 3	Boise	(208) 334-8300
District 4	Shoshone	(208) 886-7800
District 5	Pocatello	(208) 239-3300
District 6	Rigby	(208) 745-7781

Looking for the Non-ITD Projects Listings?

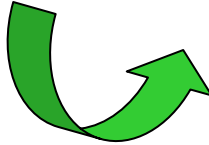
They're only available to our DBEs through **weekly e-mails**.
(Much faster & more timely!)

If you're a DBE and would like to receive these, please contact us so we can add you to our distribution list.

Idaho Transportation Department

DBE Supportive Services

A DBE is a small, for-profit business concern that is at least 51% owned and controlled by socially and economically disadvantaged individuals.



Goals of the DBE Program

This program is designed to foster equal opportunity for minority, female and disadvantaged business owners on federal-aid transportation projects, and for helping them improve their business efficiency and flexibility.



This Month in History

July 6, 1976: Women inducted into U.S. Naval Academy

In Annapolis, Maryland, the **United States Naval Academy** admits women for the first time in its history with the induction of 81 female midshipmen. In May 1980, Elizabeth Anne Rowe became the first woman member of the class to graduate. Four years later, Kristine Holderied became the first female midshipman to graduate at the top of her class.

Idaho Transportation Department
EEO Office
DBE Supportive Services
PO Box 7120
Boise, ID 83707-1129

First Class Mail
US Postage Paid
Boise, Idaho
Permit No. 1443

We're on the Web! Visit us at www.itd.idaho.gov/civil/dbeforms.htm